



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	COURT REPORTER
3	<b>Posting Number</b>	PN# 111084
4	<b>Department</b>	Municipal Courts Justice Department
5	<b>Division</b>	N/A
6	<b>Section</b>	M/A
7	<b>Reporting Location</b>	1400 Lubbock
8	<b>Workdays &amp; Hours</b>	M - F, 8:00 a.m. - 5:00 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES</u></b> Serves as the official recorder and custodian of record for trials and appeals under the jurisdiction of the Municipal Courts Department.	
10	<b><u>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</u></b> Provides verbatim recording of court proceedings by means of stenographer method. Transcribes proceedings into written form to provide official records for the court. Verbally translates portions of the proceeding before the court, jury and/or attorneys upon request. Types court records correspondence and perform other office personnel duties and special projects as assigned by the Director. The position occasionally requires stooping and bending and occasionally light lifting, may be required.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Associates Degree required	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> No experience required	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Certification by the State of Texas	
14	<b><u>PREFERENCES</u></b> None	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> Not Required	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div><b>Salary Range - Pay Grade 19</b> \$1,568.03 - \$1,836.40    Biweekly      \$40,925 - \$47,930    Annually</div>	
18	<b><u>OPENING DATE</u></b>	June 14, 2006
19	<b><u>CLOSING DATE</u></b>	OPEN UNTIL FILLED
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker. For application status inquiries, please contact (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources TDD Phone number (713) 837-9471.  An equal opportunity employer	